

BID OPENING: JULY 9, 2003.

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME.

IF YOU HAVE ANY QUESTIONS CONCERNING THESE SPECIFICATIONS CALL (202) 512-0307 AND ASK FOR DEBORAH BRAGG OR FRANK YATOR. NO COLLECT CALLS.

SPECIFICATIONS

U.S. Government Printing Office (GPO)
Washington, DC

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev.8-02)).

SPECIFICATIONS FOR CONTRACT PRINTING AND BINDING OF EMPLOYER'S QUARTERLY FEDERAL TAX RETURN PACKAGE 941 3rd QUARTER, 941 PR, 941SS AND SUPPLEMENTAL SSA REPORTER (MAILOUT) 2003

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NOTE: Due to the numerous number of exhibits (11) in this specification, the exhibits will not be put on the **Internet**. A complete copy of the specifications may be obtained from the bid room by request. Telephone 202-512-0526.

Scope: These specifications cover manufacturing and printing 2,549,708 packages plus an additional 3,000 copies of Item (d) Pamphlet of Package 3. Assembling for trayed mailing; staging; and release to the USPS for mailing.

NOTE: Package 4 consists of one item only.

General Construction: The package consists of (a) Form A; (b) Form B; (c) an instruction; (d) a SSA Reporter pamphlet, (e) an insert (included in 500,000 packages only) (f) a return envelope; and (g) a mailer envelope. The package must meet all the requirements of the U.S. Postal Service and the requirements of the IRS for returns processing.

Package (1) 941 will be assembled with (a) thru (f) inserted into (g).

- (a). Form A *.
- (b). Form B.
- (c). Instruction.
- (d). SSA Reporter Pamphlet (6 pages).
- (e). Zero Return Insert (which is included in 500,000 packages only).
- (f). Return envelope (Extended Flap.)
- (g). Mailer envelope (with covered window).

Package (2) 941SS will be assembled with (a) thru (e) inserted into (f).

- (a). Form A *.
- (b). Form B.
- (c). Instruction.
- (d). SSA Reporter Pamphlet (6-pages).
- (e). Return envelope (Extended Flap).
- (f). Mailer envelope (with covered window).

Package (3) 941PR will be assembled with (a) thru (e) inserted into (f).

- (a). Form A *.
- (b). Form B.
- (c). Instruction.
- (d). SSA Reporter Pamphlet-**Spanish Version-** (6 pages).
- (e). Return envelope (Extended Flap.)
- (f). Mailer envelope (with covered window).

***Package (4) Supplemental SSA Reporter** (8 pages) printing, imaging and mailing 954,200 pamphlets (self-mailer).

* Imaging: Form A and the Supplemental SSA Reporter require imaging, by either impact or nonimpact printers applied directly to page 1 (at the bottom on the payment voucher) and page 4 (at the top for the mailing address) of Form A; and page 8 (at the bottom for the mailing address) of the Supplemental SSA Reporter utilizing furnished magnetic cartridges. See Section 3.7.

BID QUANTITIES: Exhibit 1 shows the Government's bid quantity breakdown by IRS Service Center address.

CHANGES IN QUANTITY: The Government, for the FINAL QUANTITY, may submit increases or decreases of up to 25% of the quantities shown in Exhibit 1 until the date specified in the schedule. These quantity adjustments may be made via successive updates of Exhibit 1 or by telephone and will be the FINAL quantity. Billing adjustments for scheduled quantity changes (+ or -) and for subtraction of undeliverables (see Section 5.2.1) will be at the contractor's quoted "ADDITIONAL RATE". (See Offers Section) If no changes have been received by the scheduled date for final quantity adjustments, the bid quantities will stand as the FINAL quantity.

NOTE: Must be full Final Quantity to all consignees. No shortages or overruns will be allowed.

SUBCONTRACTS: The predominant production function of this contract may be either Printing or Imaging. Any other functions, including printing of the envelopes, may be subcontracted per GPO Contract Terms 310.2.

Section 1 - Schedule

<u>Date</u>	<u>Event</u>
07-09-03	Bid opening.
07-16-03	Award of contract. Forms to be included with preproduction samples sent to banks available for pickup at GPO.
07-23-03	Electronic transfer of files for the following: dummy pages of form, envelopes, (See Section 3.10) and new move service center code correction.
07-25-03	Test cartridge to contractor.
07-30-03	Security letter to IRS (see Section 3.9).
07-30-03	Production & Quality Systems Plans to GPO.
08-07-03	Prior to production samples due for Packages 1, 2, and 3. (See Section 3.10)
Negotiated	Preproduction conference at contractor's plant.
08-14-03	Electronic transfer of files for form, instructions, and inserts, Package (1) 941 and Package (4) Supplemental SSA Reporter. (Proofs – see Section 3.11).
08-20-03	Electronic transfer of files for form, instructions, and inserts, Packages 2 and 3. (Proofs – see Section 3.11).
08-18-03 - 08-22-03	Magnetic cartridges furnished.
08-18-03 - 08-22-03	Final day the Government may make package and envelope quantity adjustments (may be by telephone).

Remainder of schedule is based on date magnetic cartridges are received and date final counts are furnished by the Government:

3 days from	NCOA report to IRS (See Section 5.2).
5 days from	Drop shipment plan due (See Section 6.7).
7 days from	Postage summary reports due (See Section 1.5).
8 days from	60% of mail turned over to USPS for Package 1.
14 days from	100% of mail turned over to USPS for Package 1.
16 days from .	SCF and BMC delivery and appointment schedule.
16 days from.....	100% of mail turned over to USPS for Package 2 (941SS) and Package 3 (941 PR).
19 days from.....	Supplemental SSA Reporter.

The Government will attempt to meet the schedules as stated in these specifications. However, uncontrollable circumstances such as Congressional Legislation may delay the furnishing of the electronic files. In such event, the schedule will be adjusted in accordance with contract terms.

1.1 A preaward plant survey may be conducted by Government Printing Office and Internal Revenue Service personnel to determine if the prospective contractor (and its subcontractors) have adequate facilities and expertise to accomplish the requirements of these specifications.

1.2 A preproduction conference will be held at the contractor's plant as indicated in the schedule. The purpose of the conference will be to discuss and review all aspects of the contractor's internal and external operations required to complete this contract. Prior to this conference the contractor will submit 2 copies each of detailed written production and quality systems plans. The plans shall be submitted, by the date in the schedule, to the Contracting Officer, U.S. Government Printing Office, Stop PPP, Room C-817, North Capitol & H Sts. NW, Washington, DC 20401, Attn: IRS Desk. The proposed quality systems plan is subject to Government approval. The contractor will conduct this preproduction conference during which the production plan will be discussed and the previously approved quality systems plan will be reviewed in depth. Items to be included in the production plan are: 1) processing and sorting masterfile magnetic cartridges, 2) scheduled start-up dates for all phases of production, 3) how coordination/communication will flow from one production phase to another, 4) who will be responsible for each phase, 5) how will subcontractors be involved and kept informed, 6) specific production dates of all subcontractors, 7) how the product will be staged and/or shipped, and 8) any other special requirements which are specific to this contract. Items to be included in the quality systems plan are covered in the Quality Systems Section. Attending this meeting will be representatives from the Internal Revenue Service and there MAY be representatives from the Government Printing Office. To establish coordination of all required operations, a representative of all subcontractors involved should also be present as well as representatives from each involved production area for the primary contractor. It is also required that the contractor have the local Postal Service representative in attendance.

Note: The Quality Systems Plan must be approved by the Government prior to the preproduction conference.

1.3 QUALITY SYSTEMS AUDIT: In connection with the preproduction conference, should the Government elect, a quality systems audit would be conducted. Following the conference, IRS/GPO may conduct an in-depth audit of all contractor quality control methods, quality systems and quality plans in a formal walk-through review of the previously approved written plan. This audit would require the contractor to plan, in advance, all quality related functions which would be required to complete the contract. Should subcontractors be involved, a complete audit of their quality systems may also be performed. This procedure will be mandatory for all contractors doing IRS Tax Package work for the first time.

1.4 INSPECTION NOTIFICATION: 72 hours prior to start of press, imaging, inserting, and mailing operations the contractor must FAX IRS Form 9558 (copy of Form to be furnished with purchase order) to 202-622-4139 with the following information: 1) Jacket and Requisition Numbers; 2) Name of company; 3) Location and address of inspection site; 4) Name and phone number of contact person; and 5) Date and time of inspection. Whether IRS elects to be present for the inspection, or waive the inspection, you will be notified at least 24 hours prior to the time for inspection. If IRS fails to respond, proceed as you would have, had there not been an inspection. Do not hold up production unless specifically authorized by GPO. Attendance at, or waiver of, the inspection does not affect any other provisions of the contract.

1.5 Mailing and Shipping Notification: Contractor must e-mail postage summary reports (see Exhibit 9) for each phase for each IRS service center to mary.g.duncan@irs.gov no later than the date specified in the schedule. Postage summary reports must show the GPO jacket number; the number of pieces and cost of Carrier Route, 3/5 digit, and Basic broken out by Service Center and the grand total, in a format similar to the one shown in Exhibit 9. The reports are to be submitted after the mail tapes are prepared following NCOA processing. Contractors must also submit shipping notification on the final day of shipping.

Contractor must also submit a load plan for each shipment and a signed Form 8125 as verification of the delivery requirement.

Contractor is required to notify the IRS Office on the final day of mailing by FAX to 202-622-4139 (available 24 hours a day).

The contractor must submit stamped copies of all PS Forms 3602 in a scanned or digitized electronic format (PDF, MS

Office program) within 3 days of the date stamp to mary.g.duncan@irs.gov. The electronically submitted PS Forms 3602 must contain the IRS Agency Cost Code 67039 in the appropriate box and the GPO Jacket Number. The contractor must also create an Excel spread sheet which lists all PS Forms 3602 sorted by date. This spread sheet must also include the amount of each PS Form 3602; zip code; vendor; GPO jacket number; and the Grand Total of all PS Forms 3602 (See exhibit 10).

Section 2 – Materials

2.1 FURNISHED BY GOVERNMENT:

2.1.1 Form 2040 in a PDF fillable Adobe Acrobat 5.0 file format provided via email, Files via electronic transfer for forms, instruction, inserts, envelopes, and a listing of states and zip codes that file at each service center (for correction of new move address service center codes); a construction sample; and forms (one for each bank) to be included with shipment of preproduction samples to banks.

Note: Electronic transfer will be via e-mail or File Transfer Protocol (FTP), in Portable Document Format (PDF) generated from Adobe Acrobat 5.0 (all images in the PDF files will be hi-resolution and all fonts will be embedded in the files). Contractor must have Adobe Acrobat 5.0 to open the files. Prior to image processing, the contractor is responsible for checking files to insure that such features as bleeds, register marks, and correct file output selection have been provided for, so as to correctly output for printing. The contractor must supply necessary trapping. High resolution image processors must be used if generating films. The contractor must verify the accuracy of the postal barcodes, output as part of the envelope printing, with the USPS.

Prior to image processing, the contractor is responsible for checking files contained on the furnished diskette to insure that such features as bleeds, register marks, and correct file output selection have been provided. The contractor must supply necessary trapping. High resolution image processors must be used if generating films.

2.1.2 Cartridges, for addresses, produced in the Extended Binary Code Decimal Interchange Code (EBCDIC) format. Contractor must be capable of reading cartridges utilizing a 36 track format, with data compression. Cartridges furnished will be ZIP code sorted. Contractor must provide the listings, reports, etc. to perform the mailing operation. Contractor is responsible for coding and assigning all carrier route numbers, endorsements, and delivery point bar codes. Contractor will be supplied with a list of zip codes that will be used to determine distribution of zero return insert.

2.1.2.1 A floppy disk will be supplied containing names from the state of Montana that will have to be extracted from cartridges supplied in 2.1.2. The names will be supplied on a Microsoft Excel spreadsheet and will be listed by taxpayer EIN.

NOTE: If any Government furnished electronic media is unusable, the contractor must contact Gayle Duncan (202) 622-8851 immediately. If the contractor fails to do so, no additional time will be allowed in the schedule. No Collect Calls. Contractor must not alter furnished files.

2.1.3 Contractor must schedule an advance planning meeting with the Postal Service, prior to production, to request the furnishing of trays, pallets, trucks and to coordinate a mailing plan.

2.1.4 Disposition of Furnished Materials: Postal Service will advise contractor of disposition of unused materials furnished by them. Balance of furnished materials, except cartridges, may be disposed of at contractor's discretion 30 days after completion of package turnover to Postal Service.

2.2 FURNISHED BY CONTRACTOR: Print contractor is required to have Internet access, provided through their Internet Service Provide (ISP) with email and a web browser equivalent to Internet Explorer 6.0 or Netscape 4.0. The print contractor is also required to have Adobe Acrobat 5.0 (or more recent) software. The print contractor is required to complete and email form 2040 daily to the IRS when shipping begins. Form 2040 is a PDF fillable Adobe Acrobat 5.0 file format. The majority of the information will be included in the report from the IRS to the contractor but the contractor is responsible for the verification and correctness of information supplied back to IRS. If there is nay information missing or incorrect, please contact (Gayle Duncan) on (202-622-8851). The contractor **must** update the Electronic Form 2040 and transmit via email to IRS each day the product ships. **Any delay or missed input could result in delay of payment.**

All other materials and operations necessary to fulfill the contract requirements, including facsimile transmission capability, any necessary conversion program to utilize Government-furnished cartridges and the following:

Forms, SSA Reporter Pamphlet and Supplemental SSA Reporter Pamphlet - Either White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", must equal JCP Code D10; OR White Offset Book Paper, basis weight: 50 lbs. per 500 sheets, 25 x 38", must equal JCP Code A60.

Zero Return Insert - White No. 2 Coated Text, Gloss-Finish, basis weight: 100 lbs. per 500 sheets, 25 x 38", equal to JCP Code A182.

Instruction - Any one of the following: White Newsprint, basis weight: 28 to 30 lbs. per 500 sheets, 24 x 36", equal to JCP Code A10; OR White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", must equal JCP Code D10; OR White Offset Book Paper, basis weight: 50 lbs. per 500 sheets, 25 x 38", must equal JCP Code A60.

Mailer Envelopes (with covered window) and Return Envelopes (without window) - White Wove, basis weight: 24 lbs. per 500 sheets, 17 x 22", containing a minimum of 30 percent postconsumer recovered material.

2.3 JCP STANDARDS: The specifications of all papers furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

Section 3 - Forms, Instruction, and Pamphlets.*

3.1 Quantity: **Package (1) 941** - 1,524,508 packages; **Package (2) 941SS** - 10,000 packages (no zero return insert; contractor must extract these from Package 1, D.O. 66 using code F); **Package (3) 941PR** - 61,000 packages (no zero return insert) and 3,000 additional copies of Item (d) pamphlet; **Package (4) Supplemental SSA Reporter** - 954,200 pamphlets. Packages (1), (2) and (3) each contain two folded forms (one each of Forms A & B), a folded instruction, a folded pamphlet, Zero Return Insert (500,000 packages only), and an extended flap return envelope inserted into a mailer envelope with the address on Form A visible through the window. Package (4) is an 8-page, self-mailer pamphlet.

*All components to each package are unique to that package.

3.2 Forms Format (Package 1, 2, and 3): Each form is 17 x 11" flat, folding to 8-1/2 x 3-7/8", and prints head-to-head on either White Writing or White Offset Book. Face of Form A prints in black ink and in a match of Pantone's 185 Red ink. Back of Form A prints black ink only. No halftones or flat tones.

3.2.1 Folding (Package 1, 2, and 3): Fold Forms A & B from 17 x 11" to 8-1/2 x 11" with Pages 1 and 4 out. Fold again from 8-1/2 x 11" to 8-1/2 x 3-7/8" with two parallel folds. The first fold is 3-1/4" from the bottom trim edge and the next fold is 3-7/8" from the top trim edge. Follow furnished folding dummies (See Item 4.1.1 for restrictions on taxpayer ID number).

3.2.2 INK (Packages 1, 2, and 3): Form A has approx. 10% red ink coverage.

NOTE: Contractor may be required to make simple color separations when making negatives.

3.2.3 Margins (Packages 1, 2, and 3):

Form A Face - 1/2" head, 9/16" left & right.

Form A Back - 1/2" head, 9/16" left & right.

Form B Face - 1/2" head, 9/16" left, adequate right.

Form B Back - 1/2" head, 9/16" left & right.

The margins & detached size for Pages 1 & 4 of Form A and Pages 2 & 4 of Form B must not vary more than 1/32".

3.2.4 Perforations (Forms only) Packages 1, 2, and 3:

All perforations must be slit or slot (pinhole not acceptable) and provide a clean edge. Perforations must be of such strength as to prevent separation during normal mailing and handling.

VERTICALLY: Page 1 (Forms A & B) must perforate vertically, along the 11" dimension at 8-1/2" from the outside trim edge of page 1, to provide a detached sheet size of 8-1/2 x 11".

HORIZONTALLY: Page 1 (Form A only) MUST perforate horizontally, 3-1/4" from the bottom trimmed edge, to intersect the vertical perforation and provide a detached size of 8-1/2 x 3-1/4" for the voucher.

3.3 Instruction Format (Packages 1, 2, and 3): Instruction prints head-to-head, in black ink, on any one of the following: White Newsprint or White Writing or White Offset Book.

3.3.1 Margins : 1/2" head, 9/16" left & right.

3.3.2 Folding: Fold instructions from 17 x 11" to 8-1/2 x 11" with Pages 1 and 4 out, fold again from 8-1/2 x 11" to 8-1/2 x 3-2/3" with two parallel folds. Follow furnished folding dummy.

3.4 Pamphlet Format – SSA Reporter (Packages 1, 2, and 3) : Version A (English Version) goes in package 1 and 2. Version B (Spanish Version) goes in Package 3. Print pages 1 thru 6 head to head in black ink, on either White Writing or White Offset Book.

3.4.1 Pamphlet Self-Mailer Format - Supplemental SSA Reporter (Package 4 -). Page 1 thru 8 print head to head on either White Writing or White Offset.

3.4.2 Margins: Head 1/2", outside 9/16". (Same for both pamphlet formats)

3.4.3 Size/Binding (Packages 1, 2, and 3): 25-1/2 x 11" folded to 8-1/2 x 11, then to 8-1/2 x 3-2/3".

3.4.3.1 Size/Binding (Package 4) – 17 x 11" folded to 8-1/2 x 11. Paste on fold on 11" (bind) dimension. Fold to 5-1/2 x 8-1/2", clear or white tab wafer seal in two places along open 8-1/2" dimension.

3.4.4 Zero Return Insert Format (Package 1 only): 4 x 9" flat form. Prints face only on White 100 lb. No. 2 Coated Text in black and in a match of Pantone's 266 ink. Prints with approx. 30 percent coverage of a 40 percent screen.

3.5 Typesetting: Contractor must set and insert a GPO imprint line per GPO Pub. 310.2 (page 9). Contractor may have to set some type for the mailer envelope. (See envelope Exhibit 8.)

3.6 Magnetic Cartridges - The IRS will furnish cartridges for imaging. These cartridges to be received by contractor on or before the date specified in the schedule. 100% retrieval of all necessary information is required.

3.7 Computerized Imaging System (Form A in Packages 1, 2, and 3; plus page 8 of Package 4): Computerized imaging is required by either impact or nonimpact printers directly on pages 1 & 4 of Form A only; and also the mailing address on page 8 of Package 4, in OCR-A, Font size 1, utilizing furnished magnetic cartridges. CAUTION: The image area for Form A is approximately 12 x 9-1/2"; the image area for Package 4 is approx. 3-1/2 x 2". It is the contractor's responsibility to ensure that the imaging equipment used on this contract has the capability to image all required areas. (See Exhibit 7) The imaging must be in non-magnetic black ink and the ink cannot contain any magnetic properties such as ferrous oxide. If the imaging of the forms is performed at more than one location, the forms for any one Service Center MUST be produced in the same location.

3.7.1 Address Copy Changes: The addresses change from package to package. Carrier route endorsement and other optional endorsement lines must be in one, set position throughout the run and appear, with the address, in the window of the mailer envelope of Packages 1, 2, and 3.

3.7.2 Addresses and other information are to be placed by computerized imaging directly on pages 1 & 4 of Form A for Packages 1, 2, and 3; and the mailing address on page 8 of Package 4. If cartridges furnished do not conform to contractor's equipment, the contractor must take IRS data and reformat it to produce all of the required information using their own equipment. The contractor may notify IRS Martinsburg Computing Center (MCC) directly for missing cartridges and/or for replacing cartridges received in unusable condition or out of ZIP code sequence. Call MCC

Production Control Help Desk (304) 264-7501 and provide the following: Job Run File ID; Batch Cycle Group; Cartridge number; and a brief explanation of the problem. The contractor will be required to develop software to edit and reposition the various data elements taken from the cartridge to be applied in the required areas of each package.

The contractor will also be required to produce a unique number (that may be printed on page 4, (see page 4 of Exhibit 7), of packages 1, 2, and 3), so the contractor may retrieve & reproduce records for any unusable forms, by using their equipment. If the unique number contains more than 10 characters, it must NOT begin with 1800, 1877, 1888, or 1900. The contractor will be furnished a record layout.

3.7.3 See Exhibit 7, page 7 for an example of information that is to be imaged. The contractor will be required to take information from the furnished cartridges and format it to create an 11 digit Delivery Point Barcode for the purpose of the Government receiving the U.S. Postal Service's delivery point barcoded mail discounts. This Barcode is to be imaged within the corner marks near the top of the page, below the last line of the address, in accordance the USPS Domestic Mail Manual.

Contractor must create a second bar code (USPS Planet Code) that must be imaged within the corner marks in 1 area of the form, below the Delivery Point Barcode, following USPS regulations. The planet code must be obtained from **Trackmymail.com** and consists of 12 digits represented in a full and half bar configuration. Trackmymail.com will provide a planet code font electronically to the contractor. The planet code is to be placed on every 20th address file. The contractor through Trackmymail.com will provide custom mail tracking capabilities that can break planet code information down by state, date, and SCF utilizing planet bar code. The contractor must provide a file containing the zip codes of all planet code addresses and submit to track my mail. Tracking reports must be submitted on a daily basis. The planet code must be imaged on Prior to production samples specified in paragraph 3.10. Contractor must contact its local postal representative for specific instructions. See Exhibit 7.

3.7.4 **Voucher:** A payment voucher will be at the bottom of page 1 of Form A (Packages 1, 2, and 3). Most of the information that will be imaged on the voucher is the same as on page 4, with the exception of the carrier route endorsement and barcode and the addition of 1 OCR-A scanline and an IRS P.O. Box address (see Exhibit 7). The voucher is 8-1/2 x 3-1/4". The document scanline must be vertically positioned 1/4" from the bottom of the voucher to the bottom of the scanline. The rightmost character of the scanline must be placed 3-1/2" from the right (leading) edge of the document. The recommended maximum displacement is no more than .014" between characters. The line to be scanned should have a clear band, .25" in width, from the top and bottom of the scanline.

NOTE: Name and address character positions 47 - 210 will be repeated below and to the left of the voucher scanline in an area 3 x 9/16". Print each group of 40 bytes, line by line, beginning with the 1st name line followed by the 2nd name line, street address, city, state and zip code. Taxpayer ID number (TIN) character positions 08-17 will be repeated above and to the left of the voucher scanline in an area 3 x 1/4". The contractor will have to create and image the appropriate IRS P.O. Box address below and to the right of the voucher scanline in an area 3 x 9/16". See Exhibit 7. Each IRS Service Center will have a different P.O. Box address. The contractor will use the IRS P.O. Box address on the extended flap of the approved return envelope proofs. The IRS P.O. Box address will be the same for each taxpayer within the same IRS Service Center.

After the IRS P.O. Box addresses have been programmed in (but prior to passing the file), the contractor must submit, as soon as the contractor deems necessary in order to comply with the contract schedule, a printout by e-mail to Doris Bethea at Doris.E.Bethea@irs.gov and Maria Jackson at Maria.Y.Jackson@irs.gov marked Lockbox Address Proof, GPO Jacket 495-032" for approval (to ensure that the programmed addresses are in conformance with the approved return envelope proofs). Approval, conditional approval, or rejection will be given (by telephone or e-mail) within one workday of receipt in the IRS.

3.8 **Quality Control:** The contractor must maintain a thorough quality assurance program to guarantee that not more than 6% of the delivered Forms A contain an illegible (non-scanable) line on the form or the voucher when run on Banc Tec Models TRP 700, 9400, 9500, DP500, or Unysis scanner models. One questionable character in any of the print constitutes an illegible line. The contractor must immediately replace any damaged, mutilated or illegibly addressed forms during the imaging operation. Any packages damaged so as to be unusable during the folding and inserting operations must be replaced at end of run by using the unique number on the forms to rerun replacement forms. These packages can go with the residual mail but must be accounted for with the IRS mail coordinator and/or mail listing. Spoiled and recaptured mail must be catalogued in a database. The database report must be submitted to Terry Costa at time of completion.

3.9 Cartridge Security: The contractor must guarantee that it and any of its subcontractors will not reproduce, or allow reproduction of, the cartridges furnished by IRS, nor use or allow any person to use the cartridges or addresses themselves for any other purpose than mailing the tax packages. See IRS Pub. 1075 "Tax Information Security Guidelines for Federal, State, and Local Agencies". A copy may be obtained either from the Internet by entering FTP://FTP.FEDWORLD.GOV/PUB/IRS-UTL/PUB1075.PDF, or from IRS by calling 1-800-829-3676, also see Privacy Requirements Exhibit. The contractor must FAX on company letterhead (referencing the GPO Jacket Number), to IRS @ 202-622-4139, a detailed report of the inventory and tracking system and the security measures to be taken to secure the IRS cartridges, and any information output from them, throughout the period the contractor and/or subcontractors have possession of taxpayer information.

All magnetic cartridges supplied by the Government must be returned VIA registered mail to: IRS, National Computer Center, 250 Murall Drive, Kearneysville, WV 25430, Attn: Tape Library. All duplicate cartridges or resultant printouts, except printed forms, shall be destroyed by the contractor pursuant to subsequent directions of the contracting officer or his authorized representative.

3.10 Prior-to-production samples are required for Packages 1, 2 and 3. Using furnished electronic media for dummy pages of Form A, submit 2,150 samples using the dummy files furnished for Form A printed in black ink and in Pantone's 185 Red ink, and imaged (include bars that will be used to identify new move addresses) in non-magnetic black ink (use test cartridges for imaging 2,050 copies and furnished scan line information for imaging 100 copies) on specified stock. Forms must be perforated, then detached (not cut) to provide a 8-1/2 x 11" Form 941 and a 8-1/2 x 3-1/4" 941V - payment voucher. Submit samples no later than the date specified in the schedule. Samples are to be shipped at the contractor's expense, by an overnight delivery service. Contractor must include a copy of his shipping documents along with the samples submitted to the GPO to show that the remaining samples have been sent and include the furnished forms with samples shipped to banks (one form per shipment per bank). These samples will be used to test for proper type font, spacing, alignment, stock, imaging quality, etc. Contractor will be given an approval, conditional approval, or rejection within 5 workdays after receipt in GPO. Contractor is not authorized to print prior to his receipt of an approval or conditional approval. Priors should contain planet bar code.

scan line: 323456789 AA 0000 05 2 200306 610

AA 32-3456789

ECRL0T **CO 17

name SEP2003 S29 C
and JAMES A & ANDREA A TAXPAYER
address 16305 Main Avenue N.W. 000 [denotes tray number]
data: ANYTOWN US 99999-9999
[include delivery pt. barcode]
(include planet bar code)

IRS Internal Revenue Service
P.O. Box P.O. Box 0000
address San Francisco CA 94120-0000
data:

Ship 50 samples imaged (**intact**) using furnished scan line information (also include shipping documents proving remaining samples have been sent) to U.S. Government Printing Office, Stop PPP, Room C-817, 27 G St. NW, Washington, DC 20401. The container and accompanying documentation must be marked "Attention: IRS Desk, PRIOR-TO-PRODUCTION SAMPLES" and must include the GPO Jacket Number.

50 copies - Internal Revenue Service
C5 Room 246, Attn: Doris Bethea, T:FS:S:C:L
5000 Ellin Rd.
Lanham, MD 20706

Ship 1,150 samples imaged using the test cartridges as follows: (Include one furnished form per bank shipment and all container labels must be marked "TEST SAMPLES for IRS Package 941- 3rd Qtr".)

500 copies of Package 1, Service Center 29 Odgen - Bank of America

1300 South Sherman Street
Attn: Debbie Colby
Richardson, TX 75081-4855

500 copies of Package 1, Service Center 17 Cincinnati - Bank of America
1688 Phoenix Parkway
Attn: Gabe Rescigno
Atlanta, GA 30349

25 copies of Package 1 for each Service Center - Internal Revenue Service
Room 6230, Attn: Gayle Duncan, W:CAR:MP:P:B:T
1111 Constitution Avenue NW
Washington, DC 20224

500 copies each of Packages 2 & 3, Philadelphia Service Center - U.S. Bank
1401 Dalton Ave
Attn: Steve Shuemaker
Cincinnati, OH 45214

3.11 Proofs: Contractor must submit 2 set(s) of Dylux, or similar proofs, of Form A, Form B, Instruction, Pamphlet, and Zero Return Insert. Proofs provided must be of 1200 DPI Resolution or better. Proofs must be submitted within 5 days after receipt of electronic files. Proofs will be withheld 4 workdays from receipt in the IRS until they are made available for pickup by the contractor. Contractor is not authorized to print prior to his receipt of an approval or conditional approval. At Agency request, 1 revised proof may be requested. Revised proof will be held 2 days from receipt at IRS until made available for pickup. Proofs must be 2-sided, trimmed and folded to replicate finished product.

Submit proofs by traceable means to: Internal Revenue Service, Room 6230, Attn: Gayle Duncan, W:CAR:MP:P:B:T, 1111 Constitution Avenue, NW, Washington, DC 20224. The container and accompanying documentation must be marked "FORMS/INSTRUCTION/INSERT PROOFS" and must include the GPO Jacket Number.

Contractor also must send one proof of both the Spanish and the English versions of the 6-page SSA Reporter; and the 8-page Supplemental SSA Reporter to: NCFB 5000 Ellin Road, Lanham, MD 20706, Attn: Brad Marman, S:COM C3-456.

Section 4 - ENVELOPE SPECIFICATIONS (Packages 1, 2, and 3)

4.1 Size and Quantity: See Exhibit 1 for quantities of each Package (copy different for each package).

4.1.1 Mailer Envelope - 4-3/4 x 9-3/4", window (covered) 1-1/2 x 4-3/4". See Exhibit 8 for dimensions but contractor must determine placement of window so mailing information shows after form is inserted. The check digit and taxpayer identification number are not part of the mailing information and must not be visible thru the window (See 3.2.1).

4.1.2 Extended Flap Return Envelope - 4-1/4 x 9".

4.2 Paper: White Wove, sub. 24.

4.3 Construction: All envelopes must have a fold at bottom, the bottom may not be glued. No perforations are allowed on the bottom and top folds.

4.3.1 Construction options for Mailer Envelopes: Diagonal seam or side seam. See Exhibits 2 and 3.

4.3.2 Construction for Extended Flap Return Envelope: Manufacture open side with side seams and a 2-1/2" gummed flap. Perforate (slit or slot without ink) the flap horizontally 1-1/4" from and parallel to the flap fold and vertically in two places 3-7/16" from left and right edge of the flap. See Exhibit 4.

4.4 Printing: IRS will furnish files via electronic transfer for envelopes. Contractor may be required to set a few words and numbers (see Exhibit 8).

4.4.1 Mailer Envelopes: All print face and back in black ink. Copy is unique to each package. Package 1 - One copy change required on the front, for approximately 7,500 total copies for DO 96, 97, and 98 International mail.

4.4.2 Return Envelopes: There are 3 different printings of the Extended Flap envelope on Package 1. Package 2 and 3 contain 1 version. See Exhibit 1 for the quantity breakdown.

4.5 Sorting Codes: The return envelopes incorporated in this year's tax package will have printed automated sorting codes which will either be processed on equipment at the IRS Service Centers or by the USPS. FIM bars are also printed in upper right face of each envelope.

4.5.1 Postal Bar Code: Each postal sorting bar code is comprised of fifty-two full and half-bar configurations and is for scanning by the U.S. Postal Service. A Postal Bar Code will print below each of the two addresses on the extended flap of each return envelope. Postal Bar Codes will be in position in the furnished files.

4.6 Facing Identification Marks (FIM Bars) are printed in the upper right face of envelope. They print the same on all service center addresses. FIM Bars will be in position in the furnished files.

4.7 Back Printing: Two different back printings (one for Mailer Envelopes, one for Extended Flap Return Envelopes).

4.8 Ink for Envelope Printing (Ink must be carbon based): Mailer Envelopes print black only; Extended Flap Return Envelopes print Pantone 100 Yellow and black.

4.9 Envelope Proofs: Contractor must submit 2 sets of proofs of each service center return envelope and mailer envelope. Submit proofs as soon as the contractor deems necessary in order to comply with the contract schedule. Contractor will be given either an approval, conditional approval, or rejection, may be by telephone. Proofs will be withheld 4 workdays from receipt in the IRS until they are made available for pickup by the contractor. Contractor is not authorized to print prior to his receipt of an approval or conditional approval. At Agency request, 1 revise proof may be requested. Revised proof to be held 2 workdays from receipt at IRS until made available for pickup by the contractor.

Submit proofs by traceable means to: Internal Revenue Service, Room 6230, Attn: Gayle Duncan, W:CAR:MP:P:B:T, 1111 Constitution Avenue, NW, Washington, DC 20224. The container and accompanying documentation must be marked "ENVELOPE PROOFS" and include the GPO Jacket Number.

Contractor must also submit one construction proof of each Business Return Envelope to: NCFB 5000 Ellin Road, Lanham, MD 20706, Attn: Rene Hall, W:FS:S:Q:S, C4-467.

4.10 Envelope Quality Control Procedures: The prime contractor must establish and administer a quality assurance program which will ensure all envelopes meet specifications whether they are produced "in line" or at a subcontractor's site.

4.11 Subcontractor: If envelopes are produced by a subcontractor, production must be completed in sufficient time and available for quality assurance inspections. This schedule is to facilitate timely replacements necessitated by failure to meet contract specifications.

4.12 Envelope Samples: Immediately after the start of envelope production, send 25 samples of each different envelope (mailer & each service center return envelope) by an overnight delivery service, at contractor's expense, to IRS. See Production Samples Section 7.8 (B).

Section 5 - Addressing and Mailing of Tax Packages (Packages for Alaska, Hawaii and Puerto Rico (See Section 6.8) - f.o.b. destination; Remaining Packages - f.o.b. contractor's city).

5.1 Quantity: Contractor will image taxpayer identifying information, name, and address to approximately 1,524,508

Package 1 (Form A); 10,000 Package 2 (Form A); 63,000 Package 3 (Form A); and 954,200 Package 4 (page 8) .

The contractor is to call GPO IRS desk 202-512-0307 for instructions on how to handle any remaining copies after the addressing is complete. Zero Return Insert will be printed and inserted into approximately 500,000 packages.

5.2 IRS will furnish the contractor with imaging cartridges, sorted by ZIP code. The service center code included in the record layout can be used by the contractor for sortation of addresses by service center. The raw data contained on these cartridges has been passed through Finalist Software (equivalent to Code 1 of Group One Software) for hygiene and standardization. Contractor is responsible for taking the IRS raw data file and, using a licensed NCOA vendor, passing the file against the National Change Of Address (NCOA) file using standard matching logic, providing IRS with magnetic cartridges containing the following: a separate listing of new move addresses; and incomplete addresses (nixies). Each new move address must be referenced with its corresponding old address (which must include check digit, taxpayer identification number, month & year, service center code, and form ID) to allow comparison by the IRS. In addition, contractor must provide all applicable NCOA reports and provide a printout of 100 records, any service center, for moves and nixies for analysis. Send magnetic cartridge(s), NCOA reports, and printout to IRS, Room 6230, Attn: Gayle Duncan, W:CAR:MP:P:B:T, 1111 Constitution Avenue NW, Washington, DC 20224 by an overnight delivery service, at contractor's expense.

*Contractor will be required to extract by zip code for Zero Return Insert from the files provided for Package 1, D.O. 66 using code F.

Contractor must pass the entire file against a Coding Accuracy Support System (CASS) certified software address hygiene program. Contractor's software must also be Presort Accuracy Validation and Evaluation (PAVE) certified.

Contractor must read cartridge containing list of Montana files to be extracted and remove those address files from the master file as indicated (See 2.1.2.5).

5.2.1 Undeliverables: Certain nixies should not be mailed. (Package 2 and 3 Do Not require NCOA).

- **NCOA nixies**, which consist of, closed post office boxes, no forwarding address, and foreign mail, will be taken out of the mailing.
- **True nixies**, which consist of a move type code (R, S, T) and one other nixie option code should not be mailed. The exceptions to the above would be when the move type code is accompanied by a single nixie code G, K, Q, U. in which case the IRS master file address should be used.
- **False nixies**, which have a move type code (R, S, T) plus 2 or more nixie option codes **should be mailed** to the IRS master file address.

5.2.2 Contractor must select the new move addresses from the mail file, verify the service center code of the new move addresses (making all necessary service center code corrections) using the furnished diskette, and merge the new move addresses back into the mail file. There are expected to be approx. 92,000 new move addresses of which approx. one percent will require correction of the service center code. Note: The check digit must be suppressed for all new move addresses. See page 1 of Exhibit 7.

5.2.3 Image, a horizontal and a vertical indicator, pound (#) signs (repeated signs, with no space in between, extending 1") or solid bars (each bar to be 1/8" wide and 1" long) just outside the upper left cornermark of the address block to identify each new move address. See page 4 of Exhibit 7.

NOTE: The information contained on magnetic cartridges provided to IRS must be formatted, as for an address label. Computer dumps are not acceptable.

5.3 Carrier Route Presort: Contractor must utilize a commercially prepared software package for assigning a portion of the mail file in an approved carrier route format (carrying carrier route endorsement and number on first line of the mailing address).

5.3.1 The contractor's software package must also analyze and resequence mail lists for tray optimization. It must provide barcoded tray tags coded to addresses.

5.3.2 In general, the carrier route mail preparation must consist of tying or wrapping packages of ten or more pieces

per carrier route. The number of pieces per carrier route is indeterminate, and random (may be resequenced) but will be at least ten. The contractor must tie by carrier route quantities less than a full tray.

5.4 Each carrier route address must contain a carrier route endorsement and carrier route number. There must be no carrier routes that have fewer than ten pieces. Each new carrier route must be identified by change indicators in the address area.

5.5 Contractor must provide printout listings for the carrier route portion that show the number of pieces for each carrier route, within ZIP Code, city and state. A subtotal by 5-digit ZIP Code, 3-digit ZIP Code, residual mail, and service center must also be provided.

5.6 The contractor must comply with all U.S. Postal Service regulations governing Standard Mail (or parcel post, for some bulk shipments), as outlined in the Domestic Mail Manual (DMM).

5.7 Pallets must be prepared in accordance with the requirements in the Domestic Mail Manual. Further details on pallet loading and flagging may be obtained by consulting local Postal Customer Representatives or regional pallet team.

5.8 ZIP Code Sequence Within the Service Centers: Contractor must maintain addresses in ZIP code sequence. The first address with either a new five-digit ZIP code, new carrier route, new package or tray must contain change indicators in the City, State Zip Code line.

5.9 The addressed packages must carry a tray number/code.

5.10 ZIP Code Count Listing: Contractor's software must provide 3-digit, 5-digit, and carrier route ZIP Code count listing cartridges for the contractor's use during the addressing operation.

5.11 IRS Resident Coordinator: One or more IRS representatives may be stationed at the contractor's facility to provide project coordination in the receipt of cartridges, verification and organization of the address cartridges, monitoring of the printing, binding, quality control sample selection and inspection, and monitoring of the addressing, packing, and staging of the tax packages. These coordinators do not have contractual authority and cannot make changes in the specifications or contract terms but are to bring any and all defects they see to the attention of the contractor's Quality Control Officer. These coordinators will have full and unrestricted access to all production areas where IRS work is being produced. The contractor will furnish office space to include a desk, telephone, and access to a nearby fax machine for the coordinators. This space will be in an enclosed, secure area adjacent to the addressing/mailing operations. (Long distance charges will be reimbursed by the Government). Desk and telephone access is also required for a postal clerk during the turnover of packages to the Postal Service.

5.12 Daily Production Report: The contractor will provide daily production information required to complete Report Form M-5942 (See Exhibit 5). The coordinator will transmit this report every weekday to IRS National Office via facsimile transmission. In the absence of the coordinator, contractor must transmit the report to IRS on FAX number (202) 622-4139. ALL PRODUCTION DATA, ETC., WILL BE KEPT IN STRICT CONFIDENCE BY THE GOVERNMENT.

5.13 Loading Information: In addition to daily labeling/addressing report, contractor must furnish a copy of postal service loading sheets, as trailers are released.

5.14 Order of Addressing: Addressing may be affected by staging considerations. **See 6.9 Turnover requirements.**

Section 6 - Packing and Loading Packages

6.1 Trays: The Postal Service will furnish trays upon request.

6.2 Tray Loading and Marking: The Postal Service Standard Mail rate will be used for this mailing. The requirements of the Postal Service, as outlined in the Domestic Mail Manual (DMM), must be complied with.

6.3 Internal Tying: Pieces may be packed loose (no internal wrapping or tying) in either carrier route or 5-digit ZIP code direct trays. All trays containing mixed carrier routes or 5-digit ZIP codes require internal wrapping or tying in

direct bundles of ten or more pieces. See Domestic Mail Manual for more details.

6.4 Standard Mail Rate: The Postal Service will verify the total weight of the mailing. No optional mailing procedures will be allowed, all mail must be weighed. IRS will not apply for plant load authorization nor optional acceptance procedures. The contractor must comply with all Domestic Mail Manual regulations governing use of Standard Mail (or parcel post, for some bulk shipments). The IRS will obtain the bulk mail permit for this mailing. All stamped PS Forms 3602, with the IRS Agency Cost Code 67039 in the appropriate box, must be submitted in a scanned or digitized format (PDF, MS Office Program) to mary.g.duncan@irs.gov, and must be completed by the date in the schedule for each truckload shipment leaving the plant.

6.5 Location of Point of Entry: Contractor will specify in his bid the location of his proposed point of entry for the tax package mail. See Offers Section.

6.6 If truck-trailers (vans) will be needed from the U.S. Postal Service it is the contractor's responsibility to schedule an advance planning meeting with the Postal Service and request these services. However, physical loading is contractor's responsibility, in conformance with the U.S. Postal Service loading plan.

6.7 USPS Plant-Verified Drop Shipments: The contractor will be required to drop ship all mailed quantities directly to the BMCs and SCFs, and to accomplish this, must prepare and implement a detailed plant-verified drop shipment plan, the cost of which must be included in the contractor's total bid price; a separate charge will not be allowed for any administrative costs for preparing and implementing the drop shipment plan.

On or before the date in the schedule, the contractor MUST submit its detailed plant-verified drop shipment plan for direct shipments to the BMCs and SCFs. The detailed plan must be submitted to the GPO and must be basically in the format shown in Exhibit 8 to show the piece count, approximate weight, freight charges, and number of transit days for each shipment.

Reimbursement for the actual freight costs will be made from copies of the commercial carrier freight bills that must be submitted with the contractor's invoice, and each freight bill must show the shipping cost and weight of the shipment. Reimbursed freight costs will not be subject to any "prompt payment discounts." The contractor must provide the scheduled dates for dropping at the BMCs and SCF, etc. (see exhibit 8).

Submit drop shipment plan to: U.S. Government Printing Office, Stop PPP, Room C817, 27 G STREET NW, WASHINGTON, D.C. 20401. The container and accompanying documentation must be marked Attention IRS Desk, DROP SHIPMENT PLAN and must include the GPO jacket number.

6.8 Contractor must submit logistics plan outlining SCF and BMC appointments.

6.9 Turnover requirements: The priority for the mail turnover is as follows: 1) Approx. 15,000 packages for Alaska, 27,000 packages for Hawaii which are part of the Ogden Service Center; and 60,000 for Puerto Rico, which are part of the Philadelphia Service Center; 2) packages for the furthest destinations; and 3) packages for the closest destinations.

The packages for Alaska, Hawaii and Puerto Rico must be delivered, within 4 days after release by the contractor, to the following addresses: Deliver the Alaska packages to U.S. Postmaster, 4141 Postmaster Drive, Anchorage, AK 99501; and deliver the Hawaii packages to U.S. Postmaster, 3600 Aolele St., Honolulu, HI 96820. DO 66 Puerto Rico mail should be air freighted. Other U.S. possessions sent via Priority Mail. The costs for these deliveries will be reimbursed by the Government and should be included in 6.7.

Section 7 - Quality Systems

7.1 Quality Systems: The prime contractor shall initiate, prior to start-up and maintain throughout the life of this contract, Quality Systems to assure conformance to all requirements of this contract. The Quality Systems should be documented in a Quality Systems Plan. The plan should also address what actions will be initiated when defects are detected.

7.1.1 The Quality Systems shall assure the quality of components from subcontractors and subsidiary plants. This

element includes assuring that components from different sources will be compatible BEFORE the start of production.

7.1.2 The Quality Systems shall include procedures for assuring that all variable data are accurately and completely printed and that all addressed items are mailed. These procedures shall explicitly describe the methods to be used to assure that no records are missed or duplicated when an interruption of variable printing occurs (e.g., due to equipment malfunction).

7.2 Quality Systems Official: The prime contractor shall designate an official who shall monitor and coordinate the quality system. This official shall serve as the Government's single point of contact on quality matters during the life of the contract. The name of the official shall be provided in the plan along with title, position, and telephone number.

7.3 Records of tests, inspections, and critical process controls shall be time stamped and maintained on file. The records must be made available to the GPO and/or IRS inspector until the expiration of the warranty period of this contract. Copies of the forms used to record the inspections and test results shall be submitted with the plan.

7.3.1 All quality control samples must be produced at no additional cost to the Government.

7.4 Inspection by the Government: The right of the Government to make general or specialized tests and inspections DOES NOT RELIEVE THE CONTRACTOR OF ANY RESPONSIBILITY.

7.4.1 Performance of all elements and functions of the Quality Systems shall not relieve the contractor of responsibility for meeting all requirements in this contract.

7.5 Quality Systems Plan: The prime contractor shall submit, in duplicate, written outline plans of the Quality Systems and copies of the forms by the date in the schedule in Section 1. The plans shall be submitted to the Contracting Officer, U.S. Government Printing Office, Stop PPP, Room C-817, North Capitol & H Sts. NW, Washington, DC 20401, Attn: IRS Desk. The proposed Quality Systems Plans are subject to Government approval.

7.6 QUALITY ASSURANCE LEVELS AND STANDARDS. - The following levels and standards apply to the products ordered under these specifications:

Product Quality Levels. -

- (a) Printing Attributes -- Level III.
- (b) Finishing Attributes -- Level III.
- (c) Exceptions. - Trim size and margins must be maintained within a 1/32" variation for the forms. Any deviation will be considered a major defect.

Inspection Levels (from ANSI/ASQC Z1.4).-

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standard. - The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets

Special Instruction: In the event the inspection of the press sheets is waived by the Government, the following alternate standards (in order of precedence) shall become the Specified Standards.

- P-7. Electronic Files.
- P-9. Pantone Matching System.

7.7 Compliance: To monitor compliance with tax package production specifications, one or more quality assurance inspections of the tax packages may be conducted by Government Printing Office and/or Internal Revenue Service personnel.

7.8 PRODUCTION SAMPLES: The copies included in A, B, C, and D are considered sample copies and will not

be included in the quantity ordered and can not be included in the quantity billed. For package samples use any version return envelope. All package samples should include Insert B.

A. QUALITY ASSURANCE SAMPLES: 200 imaged packages, comprised of an equal number of packages from each Service Center, shall be sent at the completion of production to test for compliance against specifications. The contractor must divide the entire order into equal sublots and select 1 copy from a different general area of each subplot. The contractor will be required to execute "Certificate of Selection of Random Copies", furnished by GPO, certifying that copies were selected as directed.

These randomly selected copies must be packed separately and identified by a special Government-furnished, Pink label, affixed to each affected container. Additional labels, if needed, are to be reproduced on Pink stock. The container and its contents shall be recorded separately on all shipping documents and sent at contractor's expense, by traceable means, to U.S. Government Printing Office, Printing Procurement, Stop: PPSQ, Room A-843, Quality Assurance Section, North Capitol & H Sts. NW, Washington, DC 20401.

A copy of the SPECIFICATIONS and the signed Government-furnished "Certificate of Selection of Random Copies", must be included with the Quality Assurance Random Copies.

B. ENVELOPE SAMPLES: Immediately after the start of envelope production, contractor to ship or mail, at contractor's expense, using an overnight delivery service as follows:

25 copies of each package mailer envelope and each service center return envelope to:

Internal Revenue Service
Room 6230, Attention: Gayle Duncan, W:CAR:MP:P:B:T
1111 Constitution Avenue NW
Washington, DC 20224

500 each of each package Philadelphia & Cincinnati Service Center Return Envelopes to:

Bank of America
1688 Phoenix Parkway
Attn: Gabe Rescigno
Atlanta, GA 30349

500 each of Ogden Service Center Return Envelopes to:

Bank of America
1300 South Sherman Street
Attn: Debbie Colby
Richardson, TX 75081-4855

C. PACKAGE SAMPLES: Contractor is to ship or mail, at contractor's expense, 225 samples of unimaged and unsealed packages 1, 2, and 3; and 75 samples of package 4, using an overnight delivery service, as follows (all package 1, 2, and 3 samples must contain Zero Return Insert):

25 copies each of Packages 1, 2, and 3; and 25 copies of Package 4:

Internal Revenue Service
Room 6230, Attention: Gayle Duncan, W:CAR:MP:P:B:T
1111 Constitution Avenue NW
Washington, DC 20224

25 copies each of Packages 1, 2, and 3:

Internal Revenue Service
Room 6429, Attention: Richard Denmark, OP:FS:FP:F
1111 Constitution Avenue NW
Washington, DC 20224

25 copies each of Packages 1, 2, and 3; and 50 copies of Package 4:

Internal Revenue Service
Joel Klein, Public Affairs Specialist
600 17th Street
Denver, CO 80202-5402

D. PACKAGE SAMPLES: Ship or mail, by an overnight delivery service at contractor's expense, 190 printed and imaged (using the furnished scan line information from the prior-to-production samples section), unsealed packages within 24 hours of inserting startup as follows:

25 copies each of Packages 1, 2, and 3:

Internal Revenue Service
C5 Room 246, Attention: Doris Bethea, T:FS:S:C:L
5000 Ellin Rd.
Lanham, MD 20706

10 each of Packages 1, 2, and 3:

Internal Revenue Service
Attention: Eleanor Coffin, Rm. 4103
1111 Constitution Avenue NW
Washington, DC 20224

25 each of Packages 1, 2, and 3:

Internal Revenue Service
Room 6230, Attention: Gayle Duncan, W:CAR:MP:P:B:T
1111 Constitution Avenue NW
Washington, DC 20224

10 Copies of Package 1 only:

Internal Revenue Service
Attn: Martha Danielson, S:CAS:PBR:SD:E
Bldg. C5 - 445 NCFB,
5000 Ellin Road
Lanham, MD 20706

Section 8 - OFFERS

Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications.

BILLING ADJUSTMENTS DUE TO SCHEDULED QUANTITY CHANGES (+ or -) AND FOR SUBTRACTION OF UNDELIVERABLES WILL BE AT THE CONTRACTOR'S "ADDITIONAL RATE". Prices for the "ADDITIONAL RATES" must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award. Bidder MUST submit a price for each line item under the "Additional Rate" Section. If an entry of NC (No Charge) is entered, it shall be held that the bidder intends to furnish those items at no charge to the Government. NA (Not Applicable) should be entered if a line item will not be used.

Transportation and mail costs will NOT be used as a factor in the basis of award.

8.1 **Package (1) 941:** Printing, folding, and imaging 1,524,508 copies of Form A; printing and folding 1,524,508 copies each of Form B and instruction; and printing and binding 1,527,508 copies of pamphlet, manufacturing and printing 1,524,508 mailer envelopes and 1,524,508 extended flap return envelopes, printing and trimming 500,000 copies of Zero return inserts; inserting forms, instruction, inserts, and return envelope into mailer envelopes. **Package (2) 941SS:** 10,000 copies each of items A thru F, no zero return. **Package (3) 941PR:** 63,000 copies each of Items A thru F, no zero return. **Package (4) Supplemental SSA Reporter:** Printing, imaging and folding 954,200 pamphlets. Staging and turning over of 2,549,708 total packages to Postal Service for Standard Mail.

as per
specifications.....\$ _____

The bidder must state the cost for preparing and implementing
the drop shipment plan included in the total bid price above\$ _____

8.2 Prices for quantity changes "ADDITIONAL RATE"
(A price must be submitted for each line item)

8.2.1 Printing and folding Form A.....per
1,000..\$ _____

8.2.2 Computer imaging Form A.....per
1,000..\$ _____

8.2.3 Printing and folding Form B.....per
1,000..\$ _____

8.2.4 Printing and folding instruction.....per
1,000..\$ _____

8.2.5 Printing and folding SSA Reporter pamphlet (6-page).....per 1,000..\$ _____

8.2.6 Printing and folding the Supplemental SSA Reporter pamphlet (8-page).....per 1,000..\$ _____

8.2.7 Computer imaging Supplemental SSA Reporter pamphletper 1,000..\$ _____

8.2.8 Printing and trimming of Zero Return Insert.....per
1,000..\$ _____

8.2.9 Manufacturing and printing mailer envelopes.....per 1,000..\$ _____

8.2.10 Manufacturing and printing extended flap return envelopes.....per 1,000..\$ _____

8.2.11 Inserting forms, instruction, pamphlet, and return
envelope into a mailer envelope.....per 1,000..\$ _____

8.2.12 Packing, storing, staging and turnover of packages
(including carrier route sorting).....per 1,000..\$ _____

8.2.13 Passing records through NCOA.....per 1,000 records..\$ _____

The bidder must also furnish the following information:

8.3 Type of addressing equipment that will be used: _____

8.4 Name, address, contact, and phone number of subcontractors, if any, and what they will perform on this contract:

Envelope Manufacturers: _____

Initials

8.5 Post Office for entry of mail packages (Standard Mail):

City_____, State_____. Zip Code_____

8.6 At the same time invoices are submitted to GPO for payment, contractor must submit a duplicate copy to IRS, Room 6230, Attn: Gayle Duncan, W:CAR:MP:P:B:T, 1111 Constitution Ave. NW, Washington, DC 20224.

Bidder must fill out, sign or initial page 19 and 20 of these specifications and return them attached to the GPO Bid Form 910.

SUBMIT WRITTEN BIDS TO: U.S. Government Printing Office, Bid Section (PPSB), Room B-104, 45 G St. NW, Washington, DC 20404.

FACSIMILE BIDS ARE PERMITTED. Submit facsimile bids to FAX number 202-512-1782, one bid per facsimile. Refer to Solicitation Provisions in GPO Contract Terms (GPO Pub. 310.2), Page 1, Paragraph 6.

Note: With each bid submitted, whether written or facsimile, bidder must provide a duplicate copy.

Name of Firm

Signature of Bidder